



Township of Black River-Matheson
An Equal Opportunity Employer

Internal/External Posting

Is currently accepting applications for a
Temporary Executive Assistant-Finance
3 to 6 Month Position

The Executive Assistant-Finance position reports to the Clerk/Treasurer and provides a variety of secretarial and administrative support services to the Township's administrative department. Duties include but are not limited to taking affidavits as per the Commissioner for Taking Affidavits Act, assisting the Clerk/Treasurer with confidential matters, assisting in the maintenance of records, opening, preparing and distributing mail, answering phones and directing inquiries, and receiving over the counter payments.

Qualifications:

- 2-year diploma in Office Administration or equivalent;
- Minimum of 2 years related to work experience. Experience in a municipal setting is considered an asset;
- Excellent organizational skills;
- Must be able to maintain confidentiality;
- Excellent written and oral skills. Ability to speak and write in French is preferred but not necessary;
- Proficient in work with computer software such as Microsoft Office. Experience with Code Red, CGIS and Vadim Software is considered an asset.
- Valid Class G driver's license.

This is a temporary position due to a medical leave and may be extended beyond the 3 to 6 month period. Hours of work are 35 hours per week from Monday to Friday scheduled between the hours of 8:30 a.m. to 4:30 p.m., with a one hour unpaid lunch break.

This is a non-union position. Compensation for this position starts at \$20.97/hour.

Submit your application, including details of your qualifications, to the undersigned clearly marked PRIVATE AND CONFIDENTIAL prior to the closing date of July 19, 2024 at 4:30 p.m.

Cassandra Child Dipl.M.A.,AOMC, Clerk/Treasurer
Township of Black River-Matheson
P.O. Box 601, 367 Fourth Avenue
Matheson ON P0K 1N0
Email: cchild@twpbrm.ca
Tel: 705-273-2313 ext. 311

Website: www.twpbrm.ca

The Township of Black River-Matheson is an equal opportunity employer. Accessibility accommodations are available. Applicants need to make their needs known in advance. We thank all applicants for their interest. Only those individuals selected for an interview will be contacted.